

## Regional Town Hall Presentations

**SOUTHEAST:** December 3, 2013 from 10:30 am to noon, Middleborough Public Library

**WEST:** December 4, 2013 from 2:00 pm – 3:30 pm, Springfield Central Library

**NORTHEAST:** December 11, 2013 from 10:00 am – 11:30 am, Aleppo Shriners Auditorium, Wilmington

**CENTRAL:** December 16, 2013 from 1:30 pm – 3:00 pm, Worcester Public Library



# Objectives for Today

- Provide an Overview of COMMBUYS
- Provide a little background on OSD and Statewide Contracts
- Help you understand how COMMBUYS benefits local government buyers
- Explain how to use COMMBUYS for common procurement activities
- Review the project schedule
- Answer your questions

# What are you looking for?

The best price for  
office supplies?

A supplier for  
classroom  
desks?

New sources for  
commonly used goods  
and services?



Data to drive purchasing decisions?

Service providers  
for your  
organization?



Support for  
major contract  
solicitations?

# Questions to Consider

- ✓ Do you want the opportunity to get the best value on your procurements?
- ✓ Do you want to take advantage of purchasing economies of scale with other public entities?
- ✓ Do you want to have access to a broader range of suppliers?
- ✓ Do you want your local suppliers to have access to a larger marketplace of buyers?
- ✓ Do you want to be able to analyze trends in spending quickly?
- ✓ Is procurement transparency important to you?

**COMMBUYS offers you a tool that supports all of these things without incurring the cost of purchasing your own procurement system.**

# COMMBUYS is a Web-based Electronic Procurement System Designed to Meet Your Business Needs

**BETTER**

Makes procurement more efficient

**BIGGER**

Growing community of buyers and suppliers

**SMARTER**

Enables data-driven business decisions

Welcome To **COMMBUYS**

**COMMBUYS**  
— OPERATIONAL SERVICES DIVISION —

- [Register](#)  
Register here to begin using COMMBUYS online.  
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)  
Complete registration here to begin using COMMBUYS online.  
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)  
Browse open bid opportunities.
- [Active Contracts](#)  
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)  
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)  
Search for registered vendors.

Login ID:

Password:

[Forgot your password?](#)



## The Operational Services Division (OSD) administers the procurement process in the Commonwealth by:

- Establishing Statewide Contracts for goods and services that provide customer satisfaction and ensure best value
- Supporting the socioeconomic and environmental goals of the Commonwealth
- Providing specific programs & services that support the procurement process
- Establishing policy and procedures to ensure compliance with all state laws, regulations and executive orders
- Managing the Commonwealth's On-line Procurement & Solicitation System (currently Comm-PASS, but transitioning to COMMBUYS in March 2014)

# Statewide Contracts Defined

Statewide Contracts (SWC) are procured by OSD for specific commodities and/or services and are required for use by all executive agencies and recommended for use by other eligible entities.



 = Eligible SWC Buyers





# Benefits of Statewide Contracts

- ✓ Eliminates Procurement Process
- ✓ Leverages Contract Expertise
- ✓ Aggregates Buying Power
- ✓ Oversight Vendor Management (OSD)
- ✓ Prompt Payment Discount
- ✓ \$ave\$mart

# SWC Buying Categories

- ✓ OSD administers over 140 Statewide Contracts and 1400 statewide contract suppliers
- ✓ Contracts are organized into 11 broad categories for the most commonly purchased good or services
- ✓ Each category has a least one statewide contract (usually more) that are procured and managed by the OSD Strategic Sourcing Lead and the Strategic Sourcing Services Team (SSST)

## SWC Contract Categories Include:

- Energy, Utilities and Fuels
- Facilities and Environmental Services
- Food and Groceries- Supplies and Services
- Healthcare- Pharmaceuticals, Medicals & Lab Supplies and Equipment, Services
- Information Technology Equipment, supplies and Services
- Live Animals and Related Supplies and Services
- Office, Recreational and Educational Equipment, Supplies and Services
- Professional Services
- Public Safety Equipment, Supplies and Services
- Vehicles and Other Transportation

**The Strategic Sourcing Services Team (SSST) is available to assist any organization buying off statewide contracts.**

- ✓ There are 14 Strategic Sourcing Leads, 2 Strategic Sourcing Managers, and 1 Director at OSD
- ✓ SSST manages the procurement process, from planning the new procurement, researching the industry, writing the solicitation, evaluating the bids that come in and managing the contract throughout the life of the contract

# The Road to Transformation

Online catalogs and electronic solicitation (Phase I),  
MMARS interface (Phase II) and Custom Reports (Phase III).

Enabling a  
Robust Supplier  
Community



Suppliers register  
business information in  
COMMBUYS



All contracts  
loaded to  
COMMBUYS



eCatalogs for SWC  
vendors available  
in COMMBUYS



COMMBUYS:  
Supplier Portal and  
Buyer Marketplace



Buying options  
at your  
fingertips:

Supporting  
Seamless  
Solicitations

Online solicitation,  
bidding, vendor  
verification, bid  
evaluation and  
award



Purchasing  
Starts Here

With MMARS  
Connection\*

Accelerating  
Online  
Purchasing



Buyer records receipt  
of goods or services in  
COMMBUYS



Supplier  
fulfills  
order



Funds Availability Check  
& Encumbrance, then  
COMMBUYS generates  
PO to Supplier



Buyer shops eCatalogs for  
goods or services;  
COMMBUYS creates  
requisitions

COMMBUYS  
matches receipt to  
PO; upon approval,  
invoice sent to  
MMARS

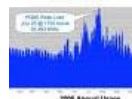
Providing  
Business  
Intelligence



MMARS creates payment  
request; Treasury issues  
payment to Supplier



Data available to  
analyze spending and  
vendor performance



Custom reports and  
dashboards support  
data-driven decisions



A Thriving  
Commonwealth  
Economy

\* Automation of online receipt and invoicing available with local accounting system integration.

# Your place in the COMMBUYS Community

- Join the COMMBUYS Liaison Network
- Get an early look at COMMBUYS benefits
- Get COMMBUYS updates
- Outreach will ensure business continuity for all active SWC users

## As Change Agents



## As Active Buyers

- Learn COMMBUYS purchasing roles
- Take advantage of true catalog buying and statewide economies of scale
- End-to-end online bid management (posting, bid submission, evaluation, award)



## As Partners to Grow the Community

- We want to engage local buying groups to ensure we understand your buying needs
- Engage with us to expand the registered Supplier community with your preferred Suppliers

# COMMBUYS Overview

COMMBUYS will be implemented in 3 phases

## Phase I March 2014

- Vendor Registration
- Catalog Ordering
- Solicitations (Bids)
- Bid Postings
- Evaluation & Contract Award
- Contracts Management

## Phase II September 2014

- MMARS Interface (for Commonwealth agencies)
- Electronic Invoicing
- Electronic Payment
- Online Receiving & Matching
- Vendor Status Verification
- Contracts Management

## Phase III Winter - Summer 2015

- Custom Reporting & Analysis



# Project Schedule



**COMMBUYS Go Live  
Phase I**  
Late March 2014  
(Comm-PASS retired)

**COMMBUYS  
Phase II**  
September 2014

**COMMBUYS  
Phase III**  
Winter -  
Summer 2015

## Summer 2013

- Contract awarded (June) and project launched
- Team ramp up
- Application review

## Fall 2013

- Functional requirements and design
- Agency readiness program launched
- Vendor outreach campaign launched

## Winter 2014

- Application configuration and User Acceptance Testing
- End User training
- Agency readiness program continues

## Spring/Summer 2014

- Build interfaces to MMARS and other systems
- Ongoing End User training
- Ongoing outreach to municipal governments and other eligible entities

# COMMBUYS Features:

## Overview of Common Procurement Activities

# COMMBUYS Features Review

1. Secure Online Access: Sourcing, Contracts and Purchasing via the Web
2. Vendor Registration
3. Informed Purchasing: Comparing Prices
4. Approvals Controls and Audit Trail
5. Reporting and Business Intelligence
6. You pay for what you get – automated matching of PO, Receipts and Invoices

# 1. Secure Online Access: Sourcing, Contracts and Purchasing via the Web

- Common entry point for new and existing vendors and government purchasing users
- Transparency: Search or browse contracts, suppliers and bidding opportunities from the homepage
- Log in via secure user ID and password to buy, sell, document receiving or approve payments

Welcome To **BuySpeed Online**

**COMMBUYS**  
— OPERATIONAL SERVICES DIVISION —

Welcome to the COMMBUYS Test environment! This is a configurable welcome message. I can add hyperlinks to web pages with customer service and self-paced training materials here as well.

- Register**  
Register here to begin using BuySpeed Online. Vendors, please read this [disclaimer](#) prior to registering.
- Complete Registration**  
Complete registration here to begin using BuySpeed Online. Vendors, please read this [disclaimer](#) prior to completing registration.
- Open Bids**  
Browse open bid opportunities.
- Active Contracts**  
Browse active Contracts/Blankets.
- Contract & Bid Search**  
Search for Bids and active Contracts/Blankets.
- Registered Vendor Search**  
Search for registered vendors.

Login ID:   
Password:

[Forgot your password?](#)

Advanced Search ▾

Results

Purchase Order #	Purchase Order Date	Description	Organization	Dept/Loc	Purchaser	Vendor Name	Total	Status
<a href="#">0000083</a>	08/06/2013	BLANKET-ONE	Default Organization	00100/100	Guest Guest	<a href="#">Office Essentials</a>	\$33,231.00	3PS - Sent
<a href="#">0000101</a>	08/09/2013	Assorted Pet Supplies	Default Organization	00100/100	Guest Guest	<a href="#">Pets R Us</a>	\$8,520.00	3PS - Sent

Open Market Purchase Order 0000101 Status: 3PS - Sent

General | Items | Vendor | Address | Accounting | Routing | Attachments | Notes | Change Orders(1) | Reminders | **Summary**

Header Information

<b>Purchase Order Number:</b>	0000101	<b>Release Number:</b>	0	<b>Short Description:</b>	Assorted Pet Supplies
<b>Status:</b>	3PS - Sent	<b>Purchaser:</b>	Guest Guest	<b>Receipt Method:</b>	Quantity
<b>Fiscal Year:</b>	2013	<b>PO Type:</b>	Open Market	<b>Minor Status:</b>	
<b>Organization:</b>	Default Organization	<b>Location:</b>	100 - BOS-PP	<b>Type Code:</b>	
<b>Department:</b>	00100 - PETS PLUS	<b>Entered Date:</b>	08/09/2013 12:54:09 PM	<b>Control Code:</b>	
<b>Alternate ID:</b>		<b>Retainage %:</b>	0.00%	<b>Discount %:</b>	0.00%
<b>Days ARO:</b>	5	<b>Promised Date:</b>		<b>Print Dest Detail:</b>	If Different
<b>Required By Date:</b>	08/12/2013	<b>Tax Rate:</b>		<b>Actual Cost:</b>	\$8,520.00
<b>Pcard Enabled:</b>	No	<b>Bill-to Address:</b>	211 E 7th Street Suite 1100 Austin, TX 78701 US Email: support@buyspeed.com Phone: (512)472-9102		
<b>Contact Instructions:</b>	XYZ at 617-809-2224 ext 456				
<b>Ship-to Address:</b>	211 E 7th Street Suite 1100 Austin, TX 78701 US Email: support@buyspeed.com Phone: (512)472-9102				

## 2. Vendor Registration

Vendors wishing to compete for contracts and purchases register online

Register - Jacobsen Hardware Inc. - ejacobsen@periscopeholdings.com

Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

Company Name\*: Jacobsen Hardware Inc. Vendor Legal Name\*: Jacobsen Hardware Inc.

Business Description:

Mailing Address Line 1\*:

Address Line 2:

Address Line 3:

Address Line 4:

Country\*: US - United States of America

City\*:

ZIP\*:

Company Phone\*:

Company Email\*: ejacobsen@periscopeholdings.com

State/Province\*:

County:

Company FAX:

Tax ID #:  Show ☐

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?  
☒ EIN ☐ SSN

State of Incorporation:

Year of Incorporation:

Preferred Delivery Method: Email

Would you like to be registered as an emergency supplier in the case of an emergency?  
 Note: Emergency suppliers must be available 24 hours a day, 7 days a week.  
☐ Yes ☒ No

Emergency Phone:

Ext.:

Emergency Contact:

Emergency Email:

Emergency Info Comment:

Save & Continue Registration Reset Cancel

### 3. Informed Purchasing: Comparing Prices

Whether browsing from the public view or logged in as a buyer, department personnel can compare prices from contract vendors' catalogues on comparable products and services to get the best on-contract value.

Search Fields:	Item Description	radio	Vendor Name	
	Stock Item #		Site	
	Inventory Category		Inventory Category Type	
	Catalog			
	Purchase Method		Item Type	
	NIGP Class			
	NIGP Class Item			
	Commodity Code			Cooperative Purchasing <input type="checkbox"/>
Result Type:	Item	<input type="checkbox"/> Show Orderable Only		
<div>Find It</div> <div>Clear</div>				

#### Release Results

<div>Release</div>								
Search By:								
Any Price <ul style="list-style-type: none"> <li>Up to \$25,000 (122)</li> <li>\$25,000 - \$50,000 (2)</li> </ul>								
Any Vendor <ul style="list-style-type: none"> <li>KELLEY COMMUNICATIONS INC (124)</li> </ul>								
<< first < prev 1 2 3 4 5 next > last >>								
Select	Quantity	Minimum Order Quantity	Item Description	Unit Cost	UOM	Vendor Name	Class Class Item	Discount %
<input type="checkbox"/>	0	0	Two-Way Radios - VX-6000VC, PKG-1 MH-25B7A, RMK-4000B/H, CT-93,	\$1136.00	EA - Each	KELLEY COMMUNICATIONS INC	726 - RADIO COMMUNICATION EQUIPMENT, ACCESSORIES AND SUPPLIES 89 - Two-Way Radio Receivers, Transmitters, Transceivers: Mobile and Base Station (Audio Transfer)	0.00%
<input type="checkbox"/>	0	0	Two-Way Radios - VX-6000VC, PKG-1 MH-25B7A, MMB-77, MLS-100	\$963.00	EA - Each	KELLEY COMMUNICATIONS INC	725 - RADIO COMMUNICATION, TELEPHONE, AND TELECOMMUNICATION EQUIPMENT, ACCESSORIES, AND SUPPLIES (SEE CLASS 840 FOR TELEVISION EQUIPMENT) (EFFECTIVE 3-1-07 THIS CLASS INACTIVATED FOR NEW USE. REFER TO CLASSES, 726, 838 AND 839) 82 - Two-Way Radio Supplies, Parts, and Accessories (EFFECTIVE 3-1-07 THIS CLASS-ITEM INACTIVATED FOR NEW USE, REFER TO 726-90)	0.00%
725 - RADIO COMMUNICATION, TELEPHONE, AND								



## 4. Approval Controls and Audit Trail

### Requisitions - Ready for Approval

Requisition #	Requisition Date	Description	Approval Requested	Approver
<a href="#">DOC-13-00004242</a>	08/20/2013	Full Size Truck	08/20/2013 08:46:09 PM 08/20/2013 08:46:09 PM	Jeff Walters Larry York
<a href="#">DOC-13-00004241</a>	08/20/2013	Full Size Truck	08/28/2013 07:32:56 PM 08/28/2013 07:32:56 PM	Jeff Walters Larry York
<a href="#">DOC-13-00004238</a>	08/20/2013	Full Size Truck	08/20/2013 06:06:06 PM 08/20/2013 06:06:06 PM	Jeff Walters Larry York
<a href="#">DOC-13-00004237</a>	08/20/2013	Full Size Truck	08/20/2013 06:01:27 PM 08/20/2013 06:01:27 PM	Jeff Walters Larry York
<a href="#">ADSP012-00003909</a>	03/22/2012	Quick Buy Requisition	03/22/2012 10:43:43 AM	Chris Harris

#### Receipt Information

Create Receipt

PO Receipts Summary

Receipt #	Status	Description	Dept/Loc	Receipt Owner	
<a href="#">0000639</a>	SCA - Approved for Invoice	First receipt	ADSP0/SPO	Jeff Walters	07/22/11
<a href="#">0000642</a>	SCA - Approved for Invoice	Second receipt	ADSP0/SPO	Jeff Walters	08/02/11
<a href="#">0000643</a>	SCA - Approved for Invoice	Third receipt	ADSP0/SPO	Jeff Walters	08/12/11
<a href="#">0000644</a>	SCA - Approved for Invoice	Fourth receipt	ADSP0/SPO	Jeff Walters	08/18/11
<a href="#">0000648</a>	SCA - Approved for Invoice	Fourth receipt	ADSP0/SPO	Jeff Walters	09/06/11

#### Invoice Information

Invoice #	Vendor	Vendor Group	Status	Description	Invoice Date	
<a href="#">99985</a>	000006282	01	4IA - Approved for Payment	First invoice	07/22/2011	
<a href="#">893749876</a>	000006282	01	4IA - Approved for Payment	First invoice	08/02/2011	

# Easily Review and Approve Documents

## Documents Pending My Approval

Requisition #	Requisition Date	Description	Account Fiscal Year	Type	Requestor	Dept/Loc	Total
<a href="#">DOC-13-00004242</a>	08/20/2013	Full Size Truck	13	Open Market	Chris Harris	AATA / AATA	\$20,000.00
<a href="#">DOC-13-00004241</a>	08/20/2013	Full Size Truck	13	Open Market	Chris Harris	AATA / AATA	\$20,000.00
<a href="#">DOC-13-00004238</a>	08/20/2013	Full Size Truck	13	Open Market	Chris Harris	AATA / AATA	\$10,000.00
<a href="#">DOC-13-00004237</a>	08/20/2013	Full Size Truck	13	Open Market	Chris Harris	ADWR / ADWR	\$10,000.00
<a href="#">CHICAGO13-00004077</a>	11/08/2012	Quick Buy Requisition	13	Release	Systems Administrator	ADSP0 / SPO	\$69,511.80

[List & Approve](#)

Bid #	Description	Purchase Method	Bid Opening Date	Dept/Loc	Purchaser	Total	Status
<a href="#">ADSP012-00000477</a>	HVAC refurbishment at main offices	Blanket	12/14/2011 02:12:00 PM	ADSP0 / SPO	Jeff Walters	\$142,000.00	Ready for Approval

Purchase Order #	Purchase Order Date	Description	Account Fiscal Year	Purchaser	Dept/Loc	Total
<a href="#">ADSP010-000160</a>	03/24/2010	Regional Needs and Assets Report	10	James Scarboro	ADSP0/SPO	\$150.00
<a href="#">ADSP010-000159</a>	03/24/2010	Regional Needs and Assets Report	10	James Scarboro	ADSP0/SPO	\$150.00

## Approval Path:

Delete	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved	Approved/Disapproved/Canceled by	Comment View
	Chris Harris	1		1	Primary	09/21/2010 07:33:25 AM			
Add New	<input type="text"/>	<input type="text"/>			Primary				
<input type="button" value="Add/Delete Approver"/>									

## PO Approval Actions

Options	<input checked="" type="radio"/> Approve <input type="radio"/> Disapprove <input type="radio"/> Cancel Purchase Order
Comment	<input type="text"/>
<input type="button" value="Save &amp; Continue"/>	

## 5. Reporting and Business Intelligence

COMMBUYS features robust out-of-the-box reporting.

Examples include:

- Financial Management – unpaid POs, contract remaining value
- Spend analysis by commodity and vendor types
- Cycle time and approval audit
- On vs. off contract purchasing activities
- Vendor participation
- Workload management (in-progress documents assigned to your users)

## 6. You pay for what you get: Automated matching of PO, receipts and invoices

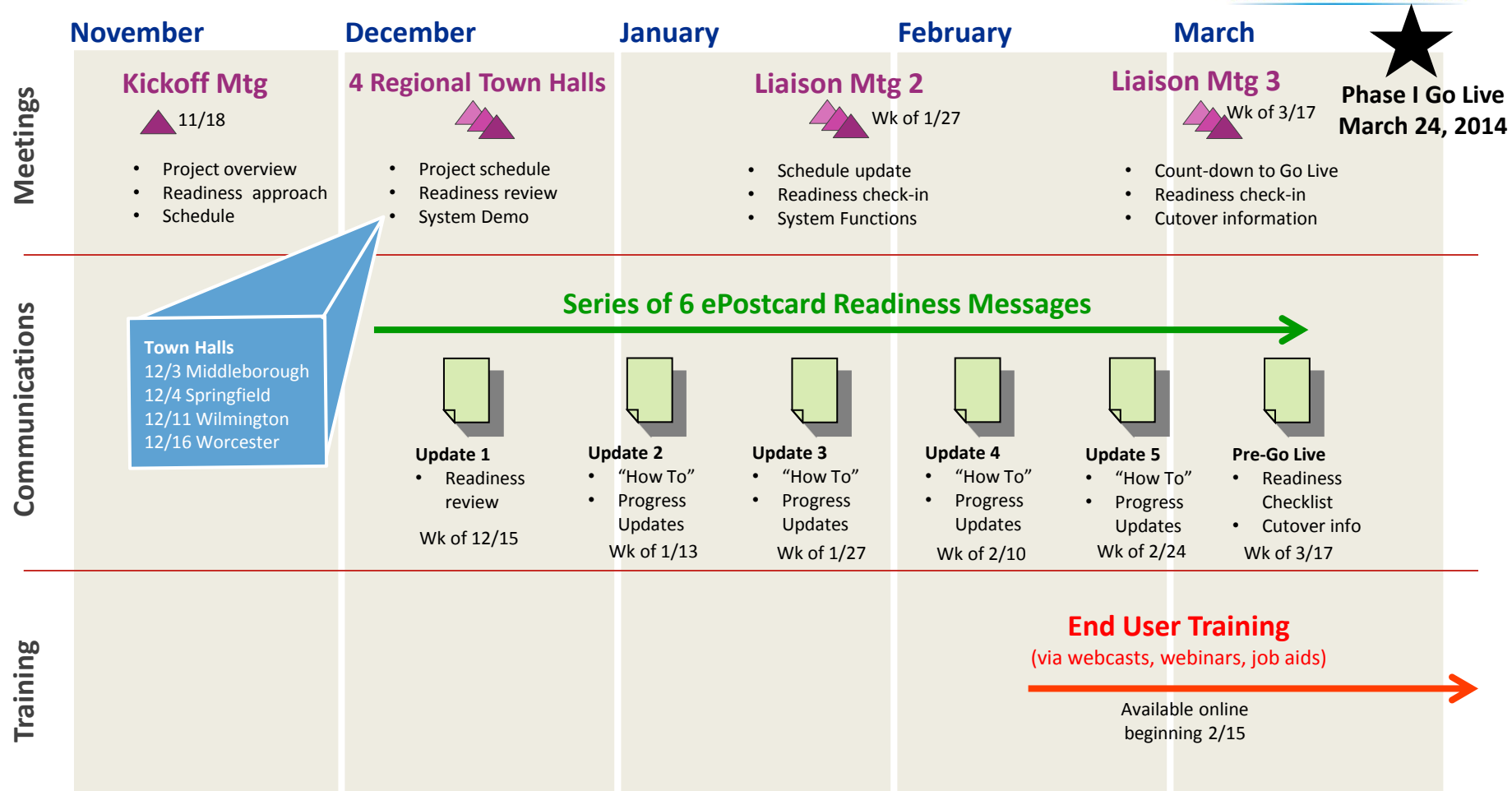
- COMMBUYS makes best practices easy by ensuring that all payments approved are based on goods and services for which there is a documented receipt
- Receipts and invoice approvals managed in COMMBUYS tie directly to specific purchase orders
- POs, receipts and invoices support configurable, automated approval paths to ensure that they are reviewed and approved by appropriate personnel
- Receiving documentation functions allow for partial or complete receiving of PO goods and services, as well as documentation of returns

# Phase I Readiness Program

Municipal Government, School Depts., Independent Authorities (i.e., “Other Eligible Entities”)



OPERATIONAL SERVICES DIVISION

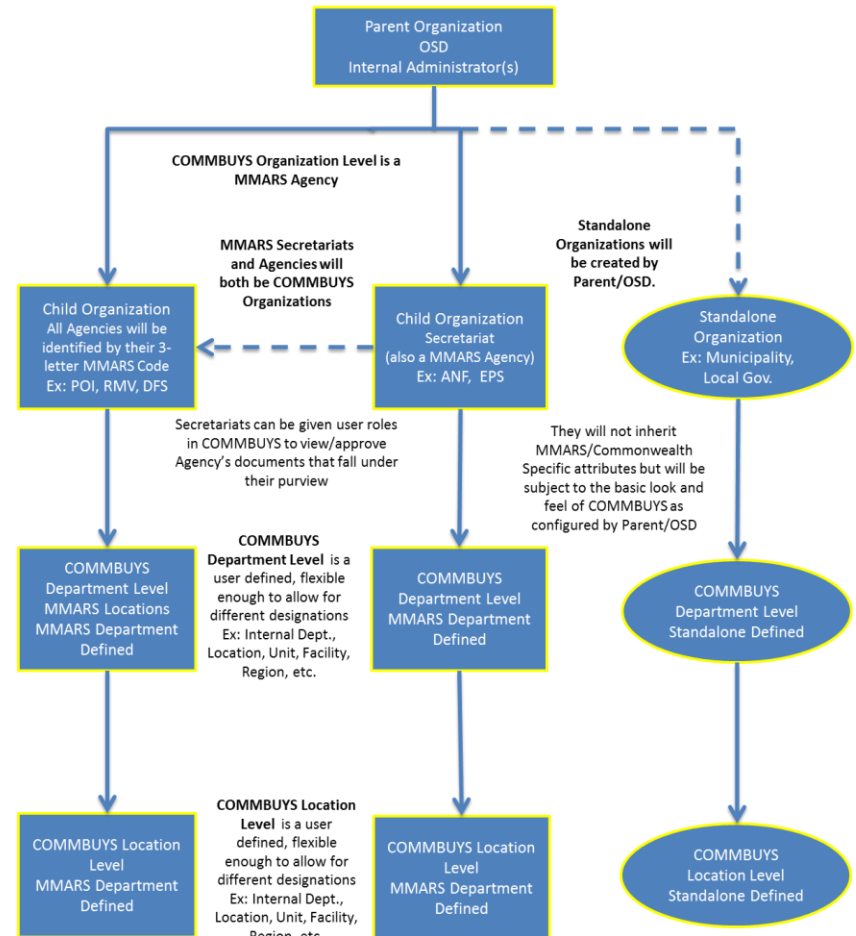


# Defining Organization Structure

## Required Buyer Set-Up

- Organizations wishing to use COMMBUYS will need to provide information about their organization
- This information is used for Buyer set-up in COMMBUYS **but does not change your current purchasing workflow or processes**

## Organizational Structure



\*Departments and Locations can be customized and or cloned



## Next Steps

Develop a Readiness Checklist for Buyers in Other Eligible Entities

Work with Suppliers to ensure each has an eCatalog ready by March so that you can find what you need to buy.

**Engage Change Network**

**Focus on Readiness**

**Launch Communications**

Join our **COMMBUYS Liaison Network**

Visit the COMMBUYS website and click "Appoint a COMMBUYS Liaison"

Questions? Email us at [commbuys@state.ma.us](mailto:commbuys@state.ma.us)

For information and updates visit [mass.gov/osd/commbuys](http://mass.gov/osd/commbuys)

Email Updates Begin 12/15

Follow us on Twitter  
**@COMMBUYS**

# Common Questions Answered

***Q: How can I make sure my preferred suppliers are in COMMBUYS?***

**A:** The COMMBUYS Team is working to expand the business directory in COMMBUYS. We'd love your input about the goods and services you need and the suppliers you rely on. Encourage your suppliers to register in COMMBUYS when it goes live; supplier registration is FREE.

***Q: Is it easy to search for items to buy using COMMBUYS?***

**A:** COMMBUYS supports robust key word search of online catalogs. Outreach Coordinators are working with each SWC supplier to ensure that their catalogs are as complete and accurate as possible so that item searches deliver useful results.

***Q: Can I used COMMBUYS for other solicitations?***

**A:** Yes! You may use COMMBUYS to post and manage your solicitations online, offering you the potential to reach a statewide supplier community with your solicitations and receive a greater number of competitive bids.

***Q: Is it difficult to get set up as a buyer in COMMBUYS?***

**A:** No! We are preparing materials to help you understand the buyer roles in COMMBUYS and how to get set up. We will discuss this information at our COMMBUYS Liaison meetings and will publish "How To" information on our website: [www.mass.gov/osd/commbuys](http://www.mass.gov/osd/commbuys).

# Additional Questions

